

☐ UNCLASSIFIED☐ INTERNAL  
USE ONLY☐ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT

FROM:

Chief, Information Technology Branch  
2D-0117 Headquarters

EXTENSION

NO.

STAT

DATE 4 September 1979

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT 1.

C/ISS/RMD  
2D-0117 Hqs.

9/5

E

STAT 2.

Since both you and [redacted] are new to our program I thought you might want to review the 1978 Micrographics Annual Report to the DDA.

STAT 3.

AC/ISS  
5B 2830 Hqs.

6 Sept

AR

STAT 4.

C/RMD

10 Sept Ed

STAT 5.

C/ITB

STAT 6.

STAT 7.

STAT 8.

STAT 9.

STAT 10.

STAT 11.

STAT 12.

STAT 13.

STAT 14.

STAT 15.

Thanks. I found this very useful. The last page discussion on "Equipment" answers some of the recent Audit Staff criticism of our inventory program. It isn't meant to be a substitute for or duplication of Agency property accountability responsibilities.